

Non-medical Volunteer Special Needs Shelter

Site: _____

Position Assigned To: _____

Job Shift(s): _____

You Report To: _____ Team Leader

Function as the non-medical staff member in the special needs shelter.

Qualifications:

- ☐ Familiar with community and other cultures
- ☐ Communications skills
- ☐ Required training: General Shelter Training

Check in:

- ☐ Sign-in
- ☐ Provide contact numbers and cell phone number if your phone is with you
- ☐ Obtain Vest/ID Badge

Immediate Duties:

- ☐ Meet with Team Leader for initial incident briefing
- ☐ Put on vest and clinic identification
- ☐ Read entire Job Action Sheet
- ☐ Orient yourself with the shelter layout
- ☐ Stay aware of incident changes that may change conditions

Ongoing Duties:

- ☐ Perform non-medical duties as assigned
- ☐ Receive requests for assistance from team leader or other team members
- ☐ Make requests for material and resource support to Team leader as necessary
- ☐ Share information with team members as appropriate
- ☐ Assist other staff members as necessary
- ☐ Maintain safety standards as outlined in your training

Check Out:

- ☐ Brief team leader shift events
- ☐ Sign out